



REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, August 16, 2022

IMPORTANT NOTICE

This meeting is being conducted in accordance with Assembly Bill 361, regarding the COVID-19 pandemic.

Members of the public may view the meeting live on the City's website at www.covinaca.gov or on local cable television, Spectrum channel 29 and Frontier Channel 42. To view from the website, hover over the Departments & Services tab until the drop-down menu appears and click on City Council Video Library under the City Council header. A live banner will appear at the start of the meeting.

Public Comments: *During the meeting, there will be an opportunity for the public to speak. Public testimony is limited to five (5) minutes per speaker, unless, for good cause, the Mayor/Chairperson amends the time limit; a speaker's time may not be transferred to another speaker. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed.*

In Person: *To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance of the Council Chamber and give it to the City Clerk. Your name will be called when it is your turn to speak.*

Remotely via Zoom: *Access the meeting remotely via Zoom with one of the following devices:
Computer or Smart Device:*

<https://us02web.zoom.us/j/82428933906?pwd=RDlxdDZKbVZVT3FSZUdrSFJyQnBGdz09>

Telephone:

*Dial: +1 669 900 6833
Meeting ID: 824 2893 3906
Passcode: 254476*

1. *To request to speak during public comment, please click the “Raise Hand” button on the Zoom toolbar “Reactions” tab.*

Note:

Computer / Smart Device Users: *The “raise hand” feature is in the reactions tab.*

Telephone Users: *Press star-nine (*9) on your phone to raise your hand.*

2. *Staff will announce your name as listed on Zoom or the last four digits of your phone number when it is your turn to speak and unmute the microphone (audio only); speaker must be present when called to speak.*
3. *Please state your first and last name and city of residence at the beginning of your remarks for the record.*
4. *The microphone will be muted by staff when you have completed your comments or five (5) minutes have expired, whichever occurs first.*

Meeting Assistance Information: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk’s Office at cityclerk@covinaca.gov or 626-384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—CLOSED SESSION
6:30 PM**

CALL TO ORDER

ROLL/CALL

Council/Agency/Authority Members: Hector Delgado, John C. King, Victor Linares, Mayor Pro Tem/Vice-Chair Walter Allen, III, and Mayor/Chair Patricia Cortez

PUBLIC COMMENTS

The public is invited to comment on Closed Session items only at this time. To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each, unless, for good cause, the Mayor/Chairperson amends the time limit.

CLOSED SESSION

The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to closed session for the following:

A. Government Code §54956.9(d)(1) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:

Name of Case: Vega, Guillermo v. City of Covina

WCAB Case Nos: ADJ15003154, ADJ15002748, and ADJ15002744.

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**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—OPEN SESSION
7:30 PM**

RECONVENE AND CALL TO ORDER

ROLL/CALL

Council/Agency/Authority Members: Hector Delgado, John C. King, Victor Linares, Mayor Pro Tem/Vice-Chair Walter Allen, III, and Mayor/Chair Patricia Cortez

PLEDGE OF ALLEGIANCE

Led by Mayor Cortez

INVOCATION

Given by Covina Police Chaplain Chuck Cannizzaro

PRESENTATIONS

PUBLIC COMMENTS

To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each, unless, for good cause, the Mayor/Chairperson amends the time limit.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.

CITY MANAGER COMMENTS

CONSENT CALENDAR

All matters listed under consent calendar are considered routine, and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Council/Agency/Authority votes on them, unless a member of the Council/Agency/Authority requests a specific item be removed from the consent calendar for discussion.

CC 1. Minutes

Staff Recommendation:

Approve the Minutes of the July 19, 2022, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

[CC 1 - Pdf](#)

CC 2. Payment of Demands

Staff Recommendation:

Approve Payment of Demands in the amount of \$7,124,408.87

[Agenda Report - CC 2 - Pdf](#)

CC 3. Quarterly Report of the Treasurer to the City Council and Successor Agency to the Covina Redevelopment Agency for the Quarter Ended June 30, 2022

Staff Recommendation:

Receive and File.

[Agenda Report - CC 3 - Pdf](#)

CC 4. Reorganization of the Community Development Department

Staff Recommendation:

Approve the reorganization of the Community Development Department by underfilling an existing Associate Planner position with a Planning Technician and changing the name of the "Housing & Grants Division" to the "Special Projects Division".

[Agenda Report - CC 4 - Pdf](#)

CC 5. Purchase of One 2023 Ford E-Transit Cargo Van for the Rec and Read Covina! Project

Staff Recommendation:

Authorize the City Manager to execute a Purchase Order with National Fleet Auto Group for the purchase of one 2023 Ford E-Transit Cargo Van in an amount not-to-exceed \$70,800 for the Rec and Read Covina! Project.

[Agenda Report - CC 5 - Pdf](#)

CC 6. Revise Job Descriptions for Deputy City Clerk, Records Technician, and Library Supervisor, Reclassify the Position of Executive Assistant to the Police Chief to Management Analyst, Establish New Classifications and Salary Ranges for Librarian I and II within the Mid-Management, Supervisory and Professional, and Confidential and Technical Employees (Unaffiliated) Compensation Rules, and Authorize a Side Letter Agreement between the City of Covina and the Police Association of Covina (PAC) for Special Assignment Pay for the Jailer Job Classification

Staff Recommendation:

That the City Council approve the following:

1. Revise the Job Descriptions for Deputy City Clerk, Records Technician, and Library Supervisor

2. Reclassify the Job Classification of Executive Assistant to the Police Chief to Management Analyst in the Police Department
3. Adopt **Resolution CC 2022-84** to:
 - a. Establish New Classifications and Salary Range for Librarian I and II within the Unaffiliated Compensation Rules
 - b. Amend the Parks & Recreation and Library Services General Fund budget to add one (1) Librarian I/II position
4. Adopt **Resolution CC 2022-85** to:
 - a. Authorize the City Manager to Execute the Side Letter Agreement Between the City and PAC, to Amend the PAC MOU

[Agenda Report - CC 6 - Pdf](#)

- CC 7. Approve and Make AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

Staff Recommendation:

Approve and make the following findings so that meetings of the City Council and the City's Other Legislative Bodies are authorized to meet remotely in accordance with AB 361's special Brown Act requirements for teleconference meetings: (1) the City Council has reconsidered the circumstances of the COVID-19 state of emergency; and (2) state and local officials continue to recommend measures to promote social distancing.

[Agenda Report - CC 7 - Pdf](#)

- CC 8. Adoption of Resolutions CC 2022-86 and 2022-87 Relating to the Annexation of Territory to Community Facilities District No. 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for September 20, 2022 (155 E. Covina Boulevard, Covina//Annexation 32)

Staff Recommendation:

1. Adopt City **Resolution CC 2022-86**, declaring intention to authorize the annexation of territory to Community Facilities District No. 2007-1 (Public Services); and
2. Adopt City **Resolution CC 2022-87**, adopting boundary map showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

[Agenda Report - CC 8 - Pdf](#)

- CC 9. Azusa Avenue Traffic Signal Pole & Civic Center Parking Structure Painting Project – Final Acceptance and Filing Notice of Completion

Staff Recommendation:

1. Accept the work performed by Sky JTC Corporation dba Sky Painting; and
2. Authorize the City Clerk to file a Notice of Completion for the Azusa Avenue Traffic Signal Pole & Civic Center Parking Structure Painting Project.

[Agenda Report - CC 9 - Pdf](#)

- CC 10. Joint Resolution CC 2022-89 Rescinding Resolution CC 2021-40 and Adopting a Records Retention Schedule and Authorizing the Destruction of Certain City Records

Staff Recommendation:

Adopt **Joint Resolution CC 2022-89** rescinding Resolution CC 2021-40 and adopting a Records Retention Schedule and authorizing the destruction of certain City records.

[Agenda Report - CC 10 - Pdf](#)

- CC 11. Review of the Updated "Emergency & Disaster Action Plan" and "Policies and Procedures" for the Covina Housing Authority-Owned McGill Transitional House

Staff Recommendation:

1. Review and approve the updated "Emergency & Disaster Action Plan"; and
2. Adopt **Resolution HA 2022-02**, approving the updated "Policies and Procedures" for the McGill Transitional House, and authorizing the Executive Director to administratively approve future minor updates.

[Agenda Report - CC 11 - Pdf](#)

- CC 12. A Resolution Accepting a Grant Allocation in the Amount of \$60,000 Under the California High Frequency Communications Equipment Program

Staff Recommendation:

1. Adopt **Resolution CC 2022-90** accepting grant allocation from the California High Frequency Communication Equipment Program in the amount of \$60,000 and increasing the Police Department Fiscal Year 2022-23 budget by the same amount; and
2. Authorize the City Manager or his designee to sign all necessary documents associated with this grant including agreements, assurances, prepared invoices to obtain the grant funds.

[Agenda Report - CC 12 - Pdf](#)

- CC 13. Annual Adjustment in City Attorney Contract Rates Effective July 1, 2022

Staff Recommendation:

That the City Council approve the revised rates included in Exhibit A of the professional services agreement between the City of Covina and Richards Watson Gershon for the provision of City Attorney services.

[Agenda Report - CC 13 - Pdf](#)

- CC 14. 2022 Conflict of Interest Code Biennial Update

Staff Recommendation:

Adopt **Resolution CC 2022-83** entitled. "A Resolution of the City Council of the City of Covina, California, amending the City of Covina Conflict of Interest Code and rescinding Resolution CC 2020-84."

[Agenda Report - CC 14 - Pdf](#)

- CC 15. Confirm and Approve City Council's Appointments to Various City of Covina Boards and Commissions

Staff Recommendation:

Approve the City Council's appointments to various City of Covina Boards and Commissions.

[Agenda Report - CC 15 - Pdf](#)

- CC 16. Confirmation of Mayor's Appointments to Intergovernmental Agencies and Covina Board and Commissions

Staff Recommendation:

Approve the Mayor's appointments of delegates and alternates to Intergovernmental Agencies and appointments of Council Liaison to Boards, Commissions, and Committees.

[Agenda Report - CC 16 - Pdf](#)

- CC 17. A Resolution to accept a California Department of Alcohol Beverage Control (ABC) grant allocation in the amount of \$23,527

Staff Recommendation:

1. Adopt **Resolution CC 2022-91** accepting grant allocation from the California Department of Alcohol Beverage Control in the amount of \$23,527 and increasing the Police Department Fiscal Year 2022-23 budget by the same amount; and
2. Authorize the City Manager or his designee to sign all necessary documents associated with this grant including agreements, assurances, prepared invoices to obtain the grant funds.

[Agenda Report - CC 17 - Pdf](#)

- CC 18. Review of City Council Policies/Protocols

Staff Recommendation:

That the City Council:

1. Approve the recommendations made by the Ad Hoc Committee to update various policy and procedure guidelines and policies; and
2. Approve the City's Investment Policy for Fiscal Year 2022-23.

[Agenda Report - CC 18 - Pdf](#)

CONTINUED PUBLIC HEARINGS

PUBLIC HEARINGS

- PH 1. Adopt Resolution Ordering the Annexation of Territories to City of Covina Landscape Maintenance District No. 1, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within such Territories for FY 2022-23

Staff Recommendation:

1. Conduct a public hearing and consider all testimony that may be forthcoming; and
2. Adopt **Resolution CC 2022-88**, Ordering the Annexation of Territories to City of Covina Landscape Maintenance District No. 1, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within such Territories for FY 2022-23.

[Agenda Report - PH 1 - Pdf](#)

- PH 2. Public Hearing for the Expenditure of the 2022 Edward Byrne Memorial Justice Assistance Grant (JAG)

Staff Recommendation:

Hold the public hearing and receive and file proposed program for expenditure of 2022 Edward Byrne Memorial Justice Assistance Grant (JAG).

[Agenda Report - PH 2 - Pdf](#)

CONTINUED BUSINESS

NEW BUSINESS

- NB 1. Approval of Second Amendment to City Manager Employment Agreement Between the City of Covina and Christopher Marcarello

Staff Recommendation:

Approve the Second Amendment to City Manager Employment Agreement between the City of Covina and Christopher Marcarello

[Agenda Report - NB 1 - Pdf](#)

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, September 6, 2022 at 6:30 p.m. for closed session and at 7:30 p.m. for open session inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.

The Covina City Clerk's Office does hereby declare that the agenda for the August 16, meeting was posted on the City's website and near the front entrances of: Covina City Hall, 125 East College Street, Covina, in accordance with California Government Code Section 54954.2(a).

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.